

AUSTRALIAN COUNCIL
OF
PUBLIC SECTOR RETIREE ORGANISATIONS

OBJECTS AND PURPOSES

AND

RULES

Issue 5, November 2019

(This reprint incorporates the changes authorised by Council up to 2 October 2019)

TABLE OF CONTENTS

1	Name of Association
2	Objects and purposes
3	Rules
Rule 1	Interpretation
Rule 2	Structure of Association
Rule 3	Powers and Functions
Rule 4	Executive Committee
Rule 5	Duties of National Officers
Rule 6	Election of National Officers
Rule 7	Casual Vacancies
Rule 8	Termination of Office
Rule 9	Meetings
Rule 10	Reference to Member Organisations for Decision
Rule 11	Finance
Rule 12	Financial Liability to the Association
Rule 13	Audit
Rule 14	Alteration of Rules and Statement of Object and Purposes
Rule 15	Expulsion or Suspension of Member Organisations
Rule 16	Dissolution
Rule 17	Common Seal

1 Name of Association

The name of the Association shall be:

Australian Council of Public Sector Retiree Organisations

2 Objects and Purposes

The Association is established to defend and improve the retirement circumstances of former public sector employees, their spouses, widows, widowers, and any other dependants.

3 Rules

Rule 1 - Interpretation

1.1 In these Rules, unless the contrary appears:

Act means the Associations Incorporation Act 1991 (ACT) and as amended from time to time.

Combined group of Associations means more than one association working collaboratively or together under formal or informal arrangements in pursuit of common objectives.

Executive Committee means the committee established by the Council to deal with matters arising between meetings of Council and to act as required by the relevant Rules.

Meeting means, within the context of the relevant Rule, an annual general meeting or ordinary or special meeting of the Council.

Member of Council means a Councillor or National Officer.

Public Sector Employee means a person who has been employed in any capacity in any department, statutory authority, or other agency of the Commonwealth, a State or Territory, or local government authority or by any business enterprise fully or partly owned by the Commonwealth, a State or Territory, or a local government authority.

Retirement Circumstances means superannuation benefits or related rights and any other matter arising from legislation or any other source which affects or could affect the interests, welfare or well-being of former public sector employees, their spouses, widows and widowers, or other dependants.

Superannuation Benefit means any pension or lump sum, or combination of both, paid from a superannuation fund or provident account or similar or from government revenue as a retirement or permanent invalidity benefit arising from public sector employment.

1.2 Words and expressions contained in these Rules shall be interpreted in accordance with the provisions of the Interpretation Act 1967, reprinted and adopted in toto by the ACT in 1997, and as amended from time to time.

Rule 2 - Structure of the Association

2.1 Membership of the Association shall be open to:

- a. incorporated or unincorporated organisations which have among their members former public sector employees; provided that:
 - (i) those organisations are both non-party-political and non-profit under their own Rules; and
 - (ii) those organisations are not registered companies nor financed substantially through commercial activities or from grants, subsidies or other methods of finance from government or private sectors: and
- b. peak bodies of such organisations.

2.1.1 Organisations referred to in Rule 2.1 with divisions, branches or other sub-structure shall only be entitled to a single membership.

2.2 Application for membership of this Association or to be the Councillor for a member organisation of this Association shall be actioned as follows:

- a. An application for membership of this Association or to be the Councillor to represent an Association admitted as a member of this Association,
 - (i) shall be in writing in the forms set out in the Appendixes to these Rules; and
 - (ii) shall be lodged with the Secretary of this Association.
- b. A person nominated to be the Councillor for an Association admitted to membership of this Association shall be a member of the Association admitted to membership of this Association and vote only for that Association.
- c. Where a Councillor representing a member Association is elected or appointed by the Council to be a National Office Bearer of this Association, the Association represented by the Councillor so appointed or elected may nominate a replacement Councillor in accordance with the provisions of these Rules.
- d. The Secretary shall refer the application for membership to the Executive Committee within three months of receiving the application and the Executive Committee shall determine whether to approve or reject the application.

- e. The Secretary shall notify the applicant association of the Executive Committee's determination as soon as practicable and, in the case of an approved application, request payment within 28 days of any membership fee or subscription applicable at the time.

2.3 The headquarters of the Association shall be located in Canberra unless the Council determines otherwise.

2.4 The Council, which shall control and manage the affairs of the Association, and persons entitled to participate in meetings of the Council and to vote shall be:

- a. one person from each member organisation who has been elected or appointed by that member organisation to be a Councillor; and
- b. four national office bearers elected or appointed by vote of the Council, namely:
 - (i) President;
 - (ii) Two Vice Presidents; and
 - (iii) National Secretary/Treasurer.
- c. Past President. Such other persons as approved by the Council.

2.4.1 Councillors shall be the contact and communications link between this Association's headquarters and their parent Associations in both directions.

2.5 Only persons who have been in public sector employment and who have received, or are eligible to receive, a superannuation benefit relating to such employment shall be eligible to be elected or appointed as a Councillor or a National Officer.

2.6 Each member Association may, in accordance with the provisions of Rule 2.2 of these Rules, appoint its Councillor for such term and on such conditions as the member Association determines.

2.7 If a Councillor is unable to attend any meeting of the Council the relevant member Association may, in accordance with the provisions of Rule 2.2 of these Rules, appoint a Proxy Councillor who will have all of the powers of the Councillor.

2.8 National Office Bearers appointed under Rule 2.4 of these Rules may also be the representative of his/her parent member Association at Council where that Association does not nominate a member to be their Councillor in accordance with Rule 2.2c.

2.8.1 In the circumstances where a National Office Bearer also represents his/her parent member Association the National Office Bearer can only exercise one vote.

2.9 The National Secretary shall maintain a Register of the names and addresses of member organisations, Councillors, National Officers, and Proxy Councillors.

2.10 Each member organisation shall notify the National Secretary, in the format of Appendix 2, of the name and postal address of its Councillor within fourteen days of the election or appointment, and the name and address of any person elected or appointed as a Proxy Councillor.

2.11 A member of the Council may be granted leave of absence for a period not exceeding six months. An office may be declared vacant by the Council or by the relevant member organisation respectively, if the holder of the office is absent without leave for two consecutive meetings of the Council.

2.12 At the discretion of the Council, there may be established a branch of ACPSRO in any or each of the States and Territories of Australia, if so requested. Any and all such branches shall be subject to the policies determined by the Council and to the management decisions and directives of the Council and/or its Executive Committee. Such branches shall not be eligible to elect or appoint Councillors in accordance with Rule 2.2 of these Rules but their constituent member Associations shall be eligible to do so in accordance with the provisions of these Rules.

Rule 3 - Powers and Functions

3.1 The income and property of the Association however derived shall be used and applied solely in promotion of its objects and the exercise of its power as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or among members of the Council or branches or member Associations.

3.2 Subject to these Rules, the Council shall have the power to perform such acts and things as appear to the Council to be essential for the proper management of the business and affairs of the Association.

3.3 The Council's powers shall include the power to:

- a. determine and/or revise the Statements of Objects and Purposes and the Rules for the Council;
- b. determine and/or revise policy on any matter falling within those Objects and Purposes;
- c. make, amend or rescind By-laws, not inconsistent with these Rules, for the internal management of the Council and branches;
- d. manage and control the affairs, property and funds of the Association;
- e. co-ordinate the activities of branches on issues having national or interstate implications;
- f. organise or conduct representations by personal attendance, correspondence or other means to governments, Ministers of State, other parliamentarians, Commissioners for Superannuation or equivalent, other authorities or the media;

- g. liaise or affiliate with any other organisation for the purpose of furthering the retirement circumstances and interests of former public sector employees; and
- h. appoint any officer, committee, person or organisation and fix the remuneration (if any) to be paid for services rendered.

3.4 Affiliation of this Association with or support for any political party by any means whatsoever is prohibited. Nothing herein, however, shall prohibit support of, or opposition to, specific individual policies espoused by any political party.

Rule 4 - Executive committee

4.1 The Executive Committee, subject to these Rules and to any resolutions passed by the Council, shall control and manage the affairs of the Association between meetings and may exercise all such functions and powers as may be exercised by the Council, other than those functions which are required by these Rules to be exercised in general meetings of the Council. Actions taken by the Executive Committee shall be reported to members of the Council within 21 days of the Executive meeting at which the action was approved.

4.2 The Executive Committee shall consist of the four National Officers, not more than three Councillors and up to three further persons the Council so appoints

- a. No business is to be transacted by the Executive Committee unless a quorum of 3 is present at any meeting. If within half an hour of the scheduled commencement time for a meeting a quorum is not present the meeting shall be adjourned to a day and time as determined by those Executive Committee members present.

4.3 Three members of the Executive Committee, one of whom must be either the President or Vice President, shall constitute a quorum for the transaction of business, whether that business is transacted in a meeting of the Executive Committee or by telephone or by mail.

4.4 Every committee, sub-committee or similar established by the Council shall include at least one of the National Officers.

Rule 5 - Duties of National Officers

5.1 **The President** shall:

- a. supervise the conduct of the affairs of the Association;
- b. preside at all meetings of the Council at which he or she is present; and
- c. preside over the Executive Committee between meetings of the Council.
- d. prepare for presentation to each Annual General Meeting of the Council an annual report
- e. represent the Association at meetings with politicians, other organisations, media representatives and others;

5.2 The Vice Presidents shall:

- a. assist and deputise for the President in the management and representational activities of the Association; and
- b. in the absence or unavailability of the President, preside at meetings of the Council, the Executive Committee or other committee at which he or she is present and generally perform all the duties of the President.

5.3 The National Secretary/Treasurer shall be the Executive Officer of the Association. In particular, he/she shall:

- a. deal with the day to day business of the Association, including inwards and outwards correspondence;
- b. manage the financial affairs of the Association, including the deposit of funds in a financial institution approved by the Council and the prompt payment of accounts by cheque;
- c. maintain and keep custody of the books and records of the Association, including the accounts and financial records; make all such books and records available for inspection by members of the Council upon reasonable request;
- d. convene and attend all meetings of the council;
- e. notify the members of the Council of the matters to be considered by the Council;
- f. provide each meeting of the Council with a financial statement;
- g. the audited financial documents (with their covering Auditor's Report), and any other documents required to be presented by s73(1) of the Act;
- h. prepare a record of each meeting and forward copies to members of the Council (and any Proxy Councillors who attended a particular meeting on behalf of a Councillor).

Rule 6 - Election of National Officers

6.1 National Officers shall be elected at the Annual General Meeting of the Council for terms of three years extending from the conclusion of the meeting at which they were elected until the conclusion of the AGM three years later.

6.2 A Returning Officer shall be appointed by the Council prior to each Annual General Meeting at which election of National Officers are to be held.

6.3 Nominations for election to the offices of President, Vice President and National Secretary respectively shall be submitted to the Returning Officer by not later than 9.00 am on the first day of the Annual General Meeting at which an election is to be held. A nomination shall be in writing and shall bear the signature of the Councillor, or authorised representative of the member organisation making the nomination and shall also bear the acceptance in writing of the person nominated.

6.4 If the number of nominations for any office does not exceed the number required for election, the candidate or candidates shall be declared elected by the Returning Officer. Should a ballot be required, it shall be conducted by the Returning Officer on the first day of the Annual General Meeting. Where there are three or more candidates in any ballot, preferential voting shall apply. In the event of an equality of votes, the Returning Officer shall determine the ballot by lot.

6.5 If any office remains unfilled after the conduct of any ballot and the declaration of the poll, the Council may fill any vacancy by appointment, either at or subsequent to the meeting.

Rule 7 - Casual Vacancies

7.1 A casual vacancy in an office of National Officer may be filled by the Council at any time by, at its option, either:

- a. election or appointment action while the Council is sitting; or
- b. a secret postal ballot following the above procedures insofar as they can be applied, provided that members of Council receive at least 14 days notice of the vacancy and the calling of nominations.

7.2 The person so elected or appointed shall, at the option of the Council, hold office until the next Annual General Meeting of the Council or for the remainder of his/her predecessor's term.

Rule 8 - Termination of Office

8.1 An office of National Officer shall become vacant upon:

- a. expiry of the term of office; or
- b. resignation; or
- c. removal from office; or
- d. death of the office holder.

8.2 A National Officer may resign his/her office at any time by giving notice in writing to the National Secretary (and in the case of the National Secretary, to the President). Such resignation shall take effect at the time the notice of resignation is received by the National Secretary (or by the President in the case of the National Secretary's resignation) unless a later date is specified in the notice when it shall take effect on that later date.

8.3 The Council may, by resolution, following consideration of a full report on the matter, terminate the services of any National Officer and appoint another member in his/her place to hold office until the expiration of the term of the National Officer.

8.4 The Council or Executive Committee may recommend to a member Association the replacement of a Councillor or Proxy Councillor. In recommending the replacement of a Councillor or Proxy Councillor the Council or Executive Committee is to furnish to the member Association concerned a copy of the report which prompted its recommendation.

8.5 A Councillor, a Proxy Councillor or a National Officer shall not be dealt with pursuant to Rule 8.4 by either the Council or the Executive Committee unless he/she has been given reasonable notice and an opportunity to be heard in his/her defence.

Rule 9 - Meetings and Voting

9.1 Meetings of the Council shall be held whenever it so determines but at least once during each financial year.

9.2 The President shall preside at all meetings of the Council when present.

9.3 In the absence of the President, the Vice President shall preside at the meeting.

9.4 In the absence of the President and the Vice President, the members of the Council shall appoint one of their members to preside at the meeting.

9.5 No business is to be transacted unless a quorum is present and five members of the Council shall constitute a quorum. If within half an hour of the time appointed for a meeting a quorum is not present, the meeting shall stand adjourned to a time and place to be determined. If at the adjourned meeting a quorum is not present within half an hour after the appointed time for commencement of the meeting, the members present shall be a quorum.

9.6 Except for special resolutions covered by Rule 14 of these Rules, resolutions considered during a meeting of Council shall be determined by a majority of the votes cast by the members present at the Council meeting and who are entitled to vote.

9.7 Between meetings of Council, resolutions submitted and which need to be determined before the next Council meeting shall be circulated to all members by the Secretary for their consideration.

9.7.1 Thirty working days shall be allowed for members to consider any resolution circulated in accordance with Rule 9.7 before voting on such resolutions shall take place.

9.7.2 Voting on resolutions circulated in accordance with Rule 9.7 shall be by postal or electronic vote and determined by a majority of votes received by the appointed Returning Officer on or before the nominated closing date from members entitled to vote.

9.8 Each member of the Council has one vote. The Chairman shall not have a casting vote. In the event of an equality of votes for ordinary resolutions, the matter shall be decided in the negative.

9.9 A member of the Council having a pecuniary interest in a contract with the council must disclose that interest to the Council and shall not vote with respect to that contract, and if he/she does vote, the vote shall not be counted.

- 9.10 A decision by the Council may be rescinded;
- a. at the same meeting by a two-thirds majority of those present and entitled to vote; or
 - b. at a subsequent meeting by a simple majority provided written notice of intention to move rescission is given in the notice convening the meeting;
 - c. by reference to member organisations in accordance with these Rules.

9.11 Records of decisions made at every meeting of the Council and the attendance of members shall be maintained by the National Secretary and shall be signed by the President or other person presiding at the meeting at which they are confirmed and, when signed, in the absence of any errors, are to be considered a correct record of the proceedings and transactions to which they relate.

9.12 Any meeting, other than an Annual General Meeting, may be conducted by telephone or any other suitable form of communication, including electronic and other media.

9.13 Prior to each Annual General Meeting, the National Secretary shall cause to be prepared an Annual Report of the activities of the Council for the preceding financial year. The report, accompanied by a copy of an audited Statement of Income and Expenditure and an audited Balance Sheet, shall be presented to the Annual General Meeting along with any other documents required to be presented by s73(1) of the Act.

9.14 Agenda items for the Annual General Meeting shall be in the hands of the National Secretary at least six weeks prior to the meeting and the Agenda shall be forwarded to each member of the Council in time for them to be received at least 21 days prior to the meeting. Agenda items for ordinary meetings shall follow these proceedings to the extent reasonably possible.

9.15 Agenda items may be submitted by the Council, by the Executive Committee, by any of the National Officers, by any of the Councillors or by any of the member organisations. The Executive Committee may decide upon amalgamation or alteration of items to facilitate their consideration.

9.16 When all the notified business of a meeting, other than a Special Meeting, has been dealt with, items without notice may be considered by the meeting subject in each case to leave being granted by a majority of those present and entitled to vote, provided that the matter is raised on behalf of a member organisation or by a National Officer.

9.17 A Special Meeting of the Council may be held at any time at the discretion of the President or on the requisition to the President of a simple majority of members of the Council.

9.18 A requisition to the President for a Special Meeting shall state the objects and purposes of the meeting and shall be signed by the members of the Council making the request and forwarded to the National Secretary. The requisition may consist of several documents in a like form, each signed by one or more of the members making the request.

9.19 The Special Meeting shall be held not more than 21 days subsequent to the date of receipt of the requisition.

9.20 The National Secretary shall notify all members of the Council of the Special Meeting and such notice shall specify the nature of the business to be transacted at the meeting. No business other than that specified in the notice shall be transacted at the meeting.

9.21 If a Special Meeting has not been convened within 21 days after the date on which the requisition is lodged with the National Secretary, any one or more of the members of the Council who made the requisition may convene a Special Meeting to be held not later than two months after that date.

9.22 A Special Meeting convened by members of the Council in pursuance of these Rules shall be convened as nearly as is practicable in the same manner as other meetings are convened by the Council.

Rule 10 - Reference to Member Organisations for Decision

10.1 The Council may, and at the request of four or more member organisations shall, refer any matter, excluding a proposal to amend these Rules and the Statement of Objects and Purposes, to member organisations for decision by the votes of those organisations.

10.2 In requesting referral of a matter for decision by member organisations, the proponents shall forward to the National Secretary a paper setting out the proposal fully and shall state any necessary background information as well as arguments in support.

10.3 When any matter is to be referred to member organisations, the Council shall determine a closing date by which the votes of member organisations shall be received.

10.4 The matter under reference shall be determined on the votes received by the closing date and the decision so made shall have the same force and effect as if made by the Council.

Rule 11 - Finance

11.1 The financial year of the Association ends on 30 June.

11.2 Funds to provide for the operation of the Association and to meet its financial obligations shall be derived from:

- a. fees contributed by member organisations;
- b. donations;
- c. interest on bank deposits and other investments; and
- d. such other sources as the Council determines.

11.3 Any entrance fee to the Association and the annual membership fee shall be such amounts as are determined by resolution of the Council from time to time. At least two calendar months' notice shall be given to member organisations of intention to change the fees. The notice forwarded to member organisations shall include the date from which the proposed change is to operate.

11.4 The annual membership fee is due on 1 July each year. A member organisation which has not paid all amounts payable by the end of the financial year in which they fall due shall be regarded as unfinancial and, while unfinancial, shall forfeit all rights to be represented at meetings of the Council, to submit agenda items, to vote, and to nominate national office holders. All current fees and all arrears must be paid before re-instatement of those rights.

11.5 A member organisation which remains in arrears as at 30 September in the financial year immediately following the financial year in which the unpaid fees fell due shall cease to be a member.

11.6 Funds of the Association shall be deposited on receipt in a financial institution approved by the Executive Committee in the name of the 'Australian Council of Public Sector Retiree Organisations'.

11.7 Unless otherwise approved by the Council, all payments except for petty cash expenses shall be made by cheque drawn on the approved account and signed by the National Secretary and one other member of the Council who is authorised by the Council to operate the cheque account of the Association.

11.8 Funds surplus to immediate requirements may be invested elsewhere at the discretion of the Executive Committee.

11.9 The Council shall cause proper accounts to be kept of the finances of the Association, particularly in relation to:

- a. moneys received and expended;
- b. details of the subject matter of all such receipts and expenditure; and
- c. the assets and liabilities of the Association.

11.10 The Council shall cause the relevant books of account to be balanced and audited as soon as possible after the close of the financial year.

Rule 12 - Financial liability to the Association

12.1 The financial liability of a member organisation to the Association shall, at any point in time, be limited to the extent of any fees accrued at that time. There shall be no other liability on any member of the Association to contribute towards payment of the debts and liabilities of the Association or the costs, charges and expenses of winding up the Association.

Rule 13 - Audit

13.1 One or more auditors shall be appointed by the Council at its Annual General Meeting.

13.2 An auditor shall hold office until such time as the term of appointment expires or he or she dies, resigns or is removed from office by a special resolution carried after twenty one days notice in writing to the auditor concerned and to each member of the Council.

Rule 14 - Alteration of Association Name, Rules and Statement of Objects and Purposes - Special Resolutions

14.1 The Association name, these Rules and the Statement of Objects and Purposes of the Council shall not be amended, rescinded or added to otherwise than herein provided.

14.2 Notice of any proposed alteration to the name of the Association, or the Rules or Statement of Objects and Purposes shall be given to the Council in writing at least two months prior to a meeting of the Council.

14.3 The alteration shall be the subject of a **special resolution** at a meeting of the Council and shall be passed by three-quarters of the votes of those present and entitled to vote at the meeting.

14.4 Upon the resolution being passed the alteration shall be deemed to be incorporated in and to form part of these Rules and the Statement of Objects and Purposes, subject to acceptance by the Registrar General of the ACT.

Rule 15 - Expulsion or Suspension of Member Organisations

15.1 Where the Council, or the Executive Committee acting on its behalf between meetings of the Council, is of the opinion that a member organisation has persistently refused or neglected to comply with a provision of these Rules, or has persistently and wilfully acted in a manner prejudicial or detrimental to the interests of the Association, that member organisation may, by resolution, be expelled from the Association or suspended from such rights and privileges of membership of the Association as the Council, or the Executive Committee as the case may be, may determine for a specified period.

15.2 Where the Council or the Executive Committee, as the case may be, passes a resolution under Rule 15.1, the National Secretary shall, as soon as possible, cause a notice to be served in writing on the member organisation stating:

- a. the resolution of the Council or Executive Committee and the grounds on which it is based;
- b. that the member organisation may make representations in writing or may address the Council or the Executive Committee, as the case may be, in relation to the resolution, at a meeting to be held not less than 14 days and not later than 28 days after service of the notice; and
- c. the time, date and place of that meeting.

15.3 At the prescribed meeting the Council, or the Executive Committee, as the case may be, shall give due consideration to any oral or written representations submitted by the member organisation at or prior to the meeting; and, by resolution shall determine whether to revoke the resolution made under Rule 15.1.

15.4 Where a resolution under Rule 15.1 is confirmed or revoked, the National Secretary shall, within fourteen days after that confirmation or revocation, by notice in writing inform the member organisation of that resolution and of the member organisation's right of appeal.

15.5 A member organisation may appeal to the members of the Association in general against a resolution confirming expulsion from membership or suspension of any rights and privileges under this Rule, by written notice to the National Secretary within fourteen days after notice of the confirming resolution is served on the member organisation.

15.6 Where an appeal is lodged under Rule 15.5, all financial member organisations of the Association which are entitled to vote shall be notified of the appeal setting out the resolution, any associated representations in writing made by the member organisation, and any related material provided by the Council or the Executive Committee, as the case may be, and this notice shall constitute a reference to member organisations in accordance with Rule 10 to vote by secret ballot within 21 days whether to confirm or revoke the decision to expel or restrict the rights and privileges of that member organisation.

15.7 A decision made by reference to member organisations shall be final and shall have immediate effect and the National Secretary is to give notice of it to the member organisation concerned.

Rule 16 - Dissolution

16.1 A proposal to dissolve the Association shall be referred to a vote of all member organisations which are entitled to vote and if not more than one member organisation dissents, then the Association shall be dissolved.

16.2 Upon dissolution or the completion of the winding up of the Association and after all liabilities of the Association and the costs, charges and expenses of winding up have been discharged, any property or funds of the Association which remain shall be distributed to:

- a. one or more non-profit associations provided that all such associations:
 - (i) have objects and purposes which include defending and improving the retirement circumstances of former public sector employees, or specific groups of public sector employees, their spouses, widows, widowers, and any other dependants, or similar objects and purposes; and
 - (ii) are not carried on for the object of trading or of securing pecuniary gain for members; and

- (iii) have provision in their own rules requiring any surplus property to be passed, on dissolution or winding up, to another association that has objects and purposes similar to the association established under these Rules and is not carried on for the object of trading or of securing pecuniary gain for members; and/or
- b. a fund, authority or institution in Australia specified in paragraph 78 (1) of the Income Assessment Act 1936 of the Commonwealth.

16.3 If no such association, fund authority or institution has been nominated by the Association prior to its dissolution or winding up, then any remaining funds and/or property shall be distributed to one or more associations, funds, authorities or institutions as specified in Rule 16.2 as nominated by the Registrar of Incorporated Associations in the Australian Capital Territory.

Rule 17 - Common Seal

17.1 The common seal of the Association shall be kept in the custody of the National Secretary.

17.2 The common seal shall not be affixed to any instrument except by the authority of the Council and the affixing of the common seal shall be attested by the signatures either of two members of the Council or of one member of the Council and the National Secretary.

Appendix 1: Form of Application for Membership by an Association

Appendix 2: Form of Application to be the Councillor for a Member Association

FORM OF APPLICATION FOR MEMBERSHIP BY AN ASSOCIATION

Name of Association

Address of Association

Phone number / Fax number / e-mail address

- 1. Is the Association incorporated or un-incorporated
- 2. If incorporated, under which State or Territory legislation
- 3. Are members of the Association former public sector employees contributing to or recipients of a superannuation benefit?
- 4. What is the current membership number of the Association?
- 5. Does the Association have a Division, Branch or Sub-branch structure
- 6. Is the Association an independent organisation or is it linked formally or informally to other Associations as part of a combined group?

In the event of admission to membership the applicant Association agrees to be bound by the Rules of the Australian Council of Public Sector Retiree Organisations.

Signature of person authorised to apply for and on behalf of the applicant Association

Position held

Date

**FORM OF APPLICATION TO BE THE COUNCILLOR
FOR A MEMBER ASSOCIATION**

Name of applicant

Councillor or Proxy Councillor

Adress

.....

Phone number / fax number / e-mail address

.....

.....

Name of Association applicant will represent

1. Are you a member of the Association you wish to represent?

2. Are you a member of any other Association holding membership
of the Australian Council of Public Sector retiree Organisations?

Signature of applicant

Signature of Secretary of applicant's Association

Date